

# **Collective Agreement**

between

**Victoria Lifeline**

and

**Manitoba Government and General Employees' Union  
Local 137**

**April 1, 2025 to March 31, 2028**

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    Effective April 1, 2025 – March 31, 2028

\*All changes appear in **bold**.

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    Effective April 1, 2025 – March 31, 2028

\*All changes appear in **bold**.

This **Collective** Agreement made this **9th** day of **December 2025**

between

**Victoria Lifeline**

(hereinafter referred to as the "Employer")

of the first part

and

**Manitoba Government and General Employees' Union**

(hereinafter referred to as the "Union")

of the second part.

### **Preamble**

WHEREAS it is the desire of both parties to this **Collective** Agreement to maintain harmonious relations between the Employer and its employees, to recognize the mutual value of joint discussion and negotiations in matters pertaining to working conditions, hours of work and scales of wages paid, to encourage efficiency of operations and to promote the morale, well-being, security and efficiency of all the employees covered by the terms of this **Collective** Agreement, and further that the Union recognizes that the Employer is an organization whose first consideration is to the welfare of the clients of the Employer.

AND WHEREAS it is the desire of both parties that these matters be drawn up in an Agreement,

NOW THEREFORE, this **Collective** Agreement witnesseth that the parties hereto in consideration of mutual covenants hereinafter contained, agree each with the other as follows:

### **Article 1      Scope of Recognition**

**1:01**      The Employer recognizes the Union as the sole and exclusive bargaining agent for employees in classifications included in the bargaining unit as certified by

The Manitoba Labour Board under specific certificates, or as may be granted voluntary recognition by the Employer and identified in Schedule A.

- 1:02 Persons whose jobs are not classified within the bargaining unit shall not work on jobs on a regular and recurring basis which have been determined as being within the bargaining unit except where it has been mutually agreed upon by both parties or in the case of training or emergency.

## Article 2 Management Rights

- 2:01 The Union recognizes the sole right of the Employer, unless otherwise provided in this agreement, to exercise its function of management under which it shall have among others, the right to maintain efficiency and quality of client care; the right to direct the work of its employees; the right to hire, classify, assign to positions and promote; the right to determine job content; the right to demote, discipline, suspend, layoff and discharge for just cause; the right to make, alter and enforce rules and regulations in a manner that is fair and consistent with the terms of this **Collective** Agreement.
- 2:02 In administering the Collective Agreement, the Employer agrees to acknowledge employee's rights, act reasonably, fairly, in good faith and in a manner consistent with the terms and conditions of the Collective Agreement as a whole.

## Article 3 Definitions

- 3:01 An employee is a person employed by the Employer and covered by this **Collective** Agreement.
- 3:02 A "full-time" employee is one who regularly works the hours specified in Article 12.
- 3:03 A "part-time" employee is one who regularly works less than full-time hours, as per Article 12:01, on a regular and recurring basis.
- 3:04 A "term position" shall be for a specific time period or until completion of a particular project within a specific department, of a minimum duration of three (3) months and a maximum duration of one (1) year or eighteen (18)

months for Maternity/Parental Leaves. This period may be extended if the Employer so requests and the Union agrees.

When the Employer determines that a term position, as described above exists, the position shall be posted in accordance with Article 9 and filled in accordance with Article 8. All employees may apply for the term position. The parties agree to two (2) additional term postings resulting from the original term posting as referenced above. Any additional hours occurring as a result of filling of the last position posted, shall be offered to part-time employees in accordance with Article 20:01. Upon completion of the original term position, the employees shall be returned to their former positions.

For situations related to Workers Compensation and/or illness and/or accident or where a definitive expiry date cannot be specified, the Employer shall state on the job posting that the said term position will expire subject to twenty- four (24) hours' notice of return of the current incumbent to their position. The employee occupying the said term position shall receive notice equivalent to the amount of notice the employee returning from leave provides the Employer, as referenced above.

Where the Employer determines that staff are to be replaced during periods of less than three (3) months, Articles 20:01 and 17:04 shall apply, wherever possible.

An employee in a term position may be required to complete the term before being considered for other term positions within the bargaining unit.

Once an employee leaves a term position they have no rights to subsequently return to that same term position.

In case an employee on maternity or parental leave wants to exercise their right to return from such leave earlier than anticipated, having given appropriate notice as per Article 11:02, the Employer shall state on the job posting that the said term position is a "maternity or parental leave of absence term" which may expire sooner than indicated, subject to minimum notice of two (2) weeks or one pay period, whichever is longer. Any term positions directly resulting from the filling of such a term position will be posted in the same manner.

A term employee, who applies for and is awarded a permanent position prior to the end of their period of term employment, shall have their service connected for seniority purposes.

A term employee who applies for and is awarded a term position prior to the end of their period of term employment, shall have their service connected for seniority purposes, provided the subsequent position commences within four (4) weeks of the expiry of the original term position.

- 3:05** "Internal Sales Specialist" is an employee who has a monetary sales incentive component in addition to their annual base salary.
- 3:06** All new full-time employees shall be on probation for three (3) calendar months with provision for an extension of the probationary period for another three (3) months, and all new part-time employees shall be on probation for six (6) calendar months from the day of their employment. During this period, the Employer may, in its sole discretion, dismiss, suspend, discipline or demote such employees. A written appraisal of employee progress will be conducted after the first two (2) calendar months for full-time employees and after the first four (4) calendar months for part-time employees and discussed with the affected employee.
- 3:07** A "casual employee" is one called in occasionally by the Employer to replace an absent employee or to supplement regular staff coverage, subject to Article 20:01. The terms of this **Collective** Agreement do not apply to the casual employee, except as specified hereinafter:
- (a) Casual employees shall receive vacation pay **biweekly** at the rate of six percent (6%) of the regular hours worked in a **biweekly** pay period.
  - (b) Casual employees are paid in accordance with the salaries specified in Schedule A. Increments will be earned in accordance with the number of hours worked.
  - (c) Casual employees, other than those in the Internal Sales Specialist Classification, are entitled to the shift premium(s) outlined in Article 18.
  - (d) Casual employees required to work on a recognized holiday shall be paid at the rate of time and one-half (1½x) their basic rate of pay.

- (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 13:01 and 13:02.
- (f) The Employer agrees to deduct union dues in an amount specified by the Union in any pay period for which the casual employee receives any payment in accordance with Article 4.
- (g) In the event that no payment is made during the pay period, the Employer shall have no responsibility to deduct and submit dues for that period.
- (h) Casual employees shall accumulate seniority on the basis of all regular hours worked for the sole purpose of attaining a permanent position or term position, subject to Article 8:02. Such casual seniority will not take priority over full-time or part-time employee seniority.

Regular hours worked for seniority purposes shall also include any hours worked in a term position.

- (i) Articles 6 and 7 herein apply only with respect to the terms of this Article.
- (j) A casual employee will be paid five percent (5%) of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each pay deposit.
- (k) Casual employees will accrue casual seniority for purposes of being offered additional hours which may be available, providing the casual employee has been in compliance with the Employer's scheduling policies and procedures.

Where two or more casual employees apply for a position with VHGLL who are deemed relatively equally qualified, the position shall be awarded to the most senior casual.

Casual hours shall not be converted to regular seniority hours.

**3:08** The term "Employer" shall mean the Victoria **Lifeline**.

**3:09** The term "Union" shall mean the Manitoba Government and General Employees' Union, as per Manitoba Labour Board Certificate No. MLB-5860.

- 3:10 The word "promotion" shall mean a change from one pay grade to another pay grade with a higher maximum rate of pay.
- 3:11 The word "demotion" shall mean a change from one pay grade to another pay grade with a lower maximum rate of pay.
- 3:12 The word "transfer" shall mean a change by an employee from one position in a pay grade to another position within the same pay grade in Schedule A.
- 3:13 A full-time or part-time employee who resigns and who within thirty (30) calendar days, is rehired as a casual employee shall be paid at the same increment step as they received in their former position.
- 3:14 **Continuous Service/Length of Employment**  
 "Length of Employment" with the Employer shall mean the period of time since an employee last became a full-time or part-time employee in a permanent or term position for purposes of calculating all entitlements pursuant to this **Collective** Agreement including, but not limited to, vacation, bonus vacation and pre-retirement leave and "length of Service" shall have a similar meaning. Conversion from full-time or part-time status to casual status shall be considered a break in service and no period of casual employment or prior full-time or part-time employment in a permanent or term position shall be included in an employee's length of employment or length of service even when a casual employee subsequently becomes a full-time or part-time employee.

#### **Article 4 Union Security and Dues Check-Off**

- 4:01 The Employer agrees to deduct the amount of monthly dues as determined by the Union from all earnings negotiated under the terms of the Collective Agreement and includes regular wages overtime, shift and call out premiums, retro pay, sick leave, vacation pay and any or all other forms of income from each and every employee covered by this **Collective** Agreement. The Employer also agrees to deduct from each and every employee covered by this **Collective** Agreement the amount of any general assessment levied by the Union, with the proviso that such an assessment shall be limited to one (1) per calendar year,

and that such assessment formula can be operated through the Employer's present payroll system.

- 4:02** The Employer will remit to the Union monthly, any monies deducted with a list of employees and casual employees from whom deductions have been made.
- (a) The Employer shall also provide the following data to the Union at the time of remission of Union dues: Employee's bargaining unit, employee number, classification, work location and home address. The Employee's address shall be excepted only when an employee has expressly instructed the Employer in writing that due to security concerns personal information should not be disclosed to any third party.
  - (b) This information may only be used by the Union for the purpose of communicating with its members.
  - (c) The Union commits to have in place reasonable administrative and physical safeguards to ensure the confidentiality and security of this information in accordance with FIPPA.
- 4:03** The Union shall notify the Employer in writing of any changes in the amount of dues at least one (1) month in advance prior to the effective date of such change.
- 4:04** In consideration of the foregoing clauses, the Union shall hold the Employer harmless with respect to all dues so deducted and remitted and with respect to any liability which the Employer may incur as a result of such deductions.
- 4:05** The Employer shall include the amount of Union dues paid by each employee during the relevant year on the Income Tax T4 slips.
- 4:06** All new employees shall, as a condition of employment, become and remain members in good standing in the Union as of the date of hire.

The Union will provide the Employer with Union membership application forms. The Employer shall distribute said application forms within its employment process and advise new employees that they must be a member of the Union to work **for Victoria Lifeline**. The new employee will be directed to fill out the form and give it to the union's designated officer at **Victoria Lifeline**.

4:07 The Union representative or designate shall have up to fifteen (15) minutes either at a time mutually agreeable with the Employer, or up to thirty (30) minutes at the workplace orientation sessions, to acquaint new employees falling within the scope of this **Collective** Agreement with the fact that a Collective Agreement is in effect and to indicate the general conditions and obligations as they relate to employees.

## Article 5      Technological Change

5:01 Technological change shall mean the introduction by an Employer into an employees work, undertaking or business of equipment or material of a different nature or kind than that previously used by them in the operation of the work, undertaking or business, and a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

In the event of a technological change which will displace or affect the classification of employees in the bargaining unit:

- (a) The Employer shall notify the Union at least one hundred and twenty (120) days before the introduction of any technological change, with a detailed description of the project it intends to carry out, disclosing all foreseeable effects and repercussions on employees.
- (b) Negotiations on the effects of the technological change will take place not later than ninety (90) days prior to the intended date of implementation.
- (c) If the Union and the Employer fail to agree upon measures to protect the employees from any adverse effects, the matter may be referred by either party to arbitration as provided for under the terms of this **Collective** Agreement.

5:02 An employee who is displaced from their job as a result of the technological change shall be given an opportunity to fill any vacancy for which they have seniority and for which they have the qualifications and ability to perform. If there is no vacancy, they shall have the right to displace employees with less seniority, in accordance with **layoff** procedures specified in this **Collective** Agreement.

- 5:03 (a) Where new or greater skills are required than are already possessed by affected employees under the present methods of operations as a result of the technological change, the Employer agrees that employees shall be trained on the new equipment or new methods of operation, and said training shall be provided and paid for by the Employer during normal working hours if possible. In addition, at the option of the Employer, the employee may be trained in a new area in respect of which there is a demand within the Employer's business for individuals possessing such skills. A reasonable training period (not to exceed twelve [12] months) will be provided by the Employer. During the above training periods the employees shall be paid at their current rate of pay.
- (b) The Employer agrees that where two (2) or more employees require training in (a) above, first consideration shall be given to the employee with the most seniority.

#### Article 6 Grievance Procedure

- 6:01 A grievance shall be defined as any dispute arising out of interpretation, application, or alleged violation of the **Collective** Agreement.
- 6:02 An earnest effort shall be made to settle grievances fairly and equitably in the following manner, however nothing in this **Collective** Agreement shall preclude the Employer and the Union from mutually agreeing to settle a dispute by any means other than those described in the following grievance procedures without prejudice to their respective positions.
- 6:03 Local Union representatives, upon request to their immediate supervisor and subject to operational requirements, shall be granted necessary time off with pay to meet with the Employer for the purpose of processing grievances subject to a maximum cost to the Employer of maintaining salaries of two (2) employees, or more employees so engaged if mutually agreed upon. Such permission shall not be unreasonably withheld.

**6:04 Discussion Stage**

Within ten (10) calendar days of the occurrence of the grievance, the employee shall attempt to resolve the dispute with their immediate Supervisor who is outside the bargaining unit.

**6:05 Step One**

If the grievance is submitted but not resolved within ten (10) calendar days from the time the grievance was first discussed with the Supervisor, the grievor and/or the Union representative may, within the ensuing ten (10) calendar days, submit the grievance in writing to the Department Head or designate.

**6:06 Step Two**

Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:05, the Union may within the ensuing ten (10) calendar days, submit the grievance in writing to the designated Administrative Officer.

**6:07** The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

**6:08** An employee may choose to be accompanied by a Union Representative at any stage of the grievance procedure.

**6:09** Policy grievances and grievances filed as a result of dismissal, suspension or demotion shall be submitted at Step Two.

**Article 7 Arbitration Procedure**

**7:01** Failing settlement of the grievance within ten (10) calendar days after submission under Article 6:06, either party may refer the matter to arbitration by serving written notice to the other party within the ensuing thirty (30) calendar days.

**7:02** Unless both parties agree to the selection of a Sole Arbitrator within ten (10) calendar days following the matter being referred to Arbitration, each party shall in the next ten (10) calendar days give notice to the other party in writing naming its nominee to the Arbitration Board.

- 7:03 The two (2) named members of the Board shall, within ten (10) calendar days, name a third member of the Board who shall be Chairperson.
- 7:04 In the event of a failure to agree upon a third person, the Minister of Labour for the Province of Manitoba shall be requested to appoint a third member.
- 7:05 The Arbitration Board or the Sole Arbitrator shall not be empowered to make any decision inconsistent with the provisions of this **Collective** Agreement, or to modify or amend any portion of this **Collective** Agreement.
- 7:06 The Board shall determine its own procedures, but shall provide full opportunity to all parties to present evidence and make representations. The Board shall hear and determine the difference(s) or allegation(s) and render a decision within ten (10) calendar days from the time it holds its final meeting.
- 7:07 The decision of the majority or the Sole Arbitrator shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration or the Sole Arbitrator shall be final and binding and enforceable on all parties.
- 7:08 **Clarification on Decision**  
Within ten (10) calendar days following receipt of the award, should the parties disagree as to the meaning of the decision of the Board or the Sole Arbitrator either party may apply to the Chairperson of the Board of Arbitration or Sole Arbitrator, to reconvene. Within ten (10) calendar days the Board of Arbitration or the Sole Arbitrator shall reconvene to clarify the decision.
- 7:09 **Expenses of the Board**  
Each party shall pay:
- (a) The fees and expenses of the Nominee it appoints
  - (b) One-half (½) the fees and expenses of the Chairperson or Sole Arbitrator.
- 7:10 Nothing in this **Collective** Agreement shall preclude settlement of a grievance by mutual agreement in any manner whatsoever.
- 7:11 The foregoing time limits may be extended by written mutual agreement between the Employer and the Union.

**Article 8 Seniority**

- 8:01** Seniority shall mean the total of all hours paid at the employee's regular rate of pay from the time the employee last entered the service of the Employer to the last time their name appears on the payroll.
- 8:02** In order to be eligible for a vacant position, an employee must first possess the qualifications prescribed by the Employer for the position concerned, possess a satisfactory employment record and meet the physical requirements of the position in question. Where more than one (1) employee possesses the above selection criteria, the vacancy selection shall be based upon seniority.
- 8:03** Seniority will determine the level of benefit entitlement of such benefits as vacation. Actual entitlement in any calendar year of benefits such as vacation and income protection is based strictly on regular paid hours including any period of:
- (a) Paid leave of absence.
  - (b) Paid income protection.
  - (c) Unpaid leave of absence up to four (4) weeks. In the event that the unpaid leave is in excess of four (4) weeks, accrual of benefits ceases effective at the commencement of such leave.
  - (d) Workers Compensation up to two (2) years in that appropriate time period.
- 8:04** Seniority will terminate if an employee:
- (a) Resigns;
  - (b) Is discharged for just cause and not reinstated under the grievance or arbitration procedure;
  - (c) Is laid off and fails to report for duty as instructed as per Article 10:06;
  - (d) Is laid off for more than twenty-four (24) months;

- (e) Fails to report for work as scheduled at the end of an approved leave of absence, suspension, or vacation, without an explanation satisfactory to the Employer;
- (f) Is promoted or transferred out of the bargaining unit and has completed the trial period in the new position.
- (g) Is absent for two (2) consecutive work days and does not provide the Employer with an acceptable explanation.

**8:05** Seniority will continue to accrue if an employee:

- (a) Is on any period of paid leave of absence;
- (b) Is on any period of paid income protection;
- (c) Is on any period of paid vacation;
- (d) Is on any period of unpaid leave of absence up to four (4) consecutive weeks except those referenced in 8:05 (e);
- (e) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or D&R for a period of up to two (2) years from the date of the first absence from work related to the injury or illness;
- (f) Is on parenting leave;
- (g) Is assigned to temporarily relieve or replace an employee in an out of scope position;
- (h) They are on an educational leave of absence up to two (2) years.

**8:06** Seniority will be retained but will not accrue if an employee:

- (a) Is on any unpaid leave of absence in excess of four (4) consecutive weeks; except those referenced in Article 8:06(b);
- (b) Is on an unpaid leave of absence due to injury or illness which may be compensable by Workers Compensation, MPI or D&R for a period of more

than two (2) years from the date of the first absence from work related to the injury or illness;

- (c) Is laid off for less than twenty-four (24) months;
- (d) Is on the trial period of an **out of scope** position;
- (e) Is in a term in an out of scope position;
- (f) Is on an educational leave of absence in excess of two (2) years.

**8:07** A seniority roster of all employees indicating the total seniority hours since the date of entry into the service of the Employer shall be prepared by the Employer at an effective date of the end date of the last pay period of the calendar year. This roster will be posted on the employees' bulletin board no later than February 1 of each year. The roster shall be open for correction for a period of twenty (20) calendar days from the date of the initial posting, on presentation of proof of error by an employee or the Union Representative. At the expiration of the twenty (20) days, the above seniority list, as corrected within such twenty (20) days, shall be considered to be the accurate seniority list and shall not be subject to further changes until the next posting.

A seniority list shall be distributed, upon written request, to the local/site Union Representative on a semi-annual basis.

### **Article 9      Vacancies, Promotions and Transfers**

**9:01** (a) Vacant positions which fall within the scope of this **Collective** Agreement shall be forwarded to all employees via email with an application period of at least seven (7) calendar days. Such notification shall be numbered, include position number where applicable, state required qualifications, current location and shift, hours of work and wage rate. A copy of each posting shall be forwarded to the Union at the time of distribution. The Union shall, upon request be informed in writing of the names and seniority of the applicants. When a position becomes vacant, and the Employer chooses not to fill the vacancy, the Employer shall notify the Union. The Union shall be informed in writing of the name of the successful applicant.

(b) An employee on vacation when a vacancy occurs shall be considered for the promotion or transfer, provided they have submitted the prescribed application form prior to their departure.

**9:02** The Employer will advise employees of the name of the successful applicant via email.

**9:03** All promotions and voluntary transfers are subject to a three (3) month trial period (six **[6]** months for part-time employees) and if during this trial period an employee is found by the Employer to be unsatisfactory in their new position or wishes to return voluntarily to their former position, they shall be returned to their former position without loss of seniority, as per Article 8:01. All other employees so affected may be returned to their former positions as required without any notice requirement. In addition, the parties agree that the Employer may extend the above referenced trial period by up to three (3) months for full-time and up to six (6) months for part-time employees if it deems it appropriate.

**9:04** When an employee is promoted, their new and future salary will be determined as follows:

- (a) The new salary will be the rate of their new job title which is at least the next higher to their rate on their former job title.
- (b) Subject to Article 17:03, the subsequent increments, if any, shall be due upon the completion of full-time yearly hours, in the new position worked, as per Schedule A and Article 12.

When an employee is promoted to a new position while maintaining their original position in a lower classification, increment hours for the original position shall be maintained separately until the next increment is due; thereafter Article 17:03 shall apply.

**9:05** Where an employee is voluntarily demoted from a position in a higher pay grade to a position in a lower pay grade, they shall be placed on the same increment step of the lower pay graded position.

Where an employee is involuntarily demoted from a position in a higher grade to a position in a lower grade, they shall be placed on the increment step of the

lower graded position which is closest to, but not higher than, their present rate of pay.

The employee will be entitled to their next increment increase after working **two thousand fifteen (2,015)** hours from their last increment.

Should an employee who has been demoted return to their former classification in the higher grade, they shall be placed in accordance with the above or on the increment step they had achieved prior to their demotion, whichever provides for the higher rate.

### Article 10 Layoff and Recall

- 10:01** In the event of a layoff, employees shall receive four (4) weeks' notice or pay in lieu of such notice. Written notice shall be given by personal service or registered mail to the employee(s) concerned and a copy of the notice shall be forwarded to the Union.
- 10:02** In the event of a reduction in the work force, employees will be laid off in reverse order of seniority within their occupational grade. When reducing staff, senior employees may exercise their seniority to displace a less senior employee in an equivalent or lower grade provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- 10:03** No new employee shall be hired until those laid off have been given an opportunity to bid on vacated positions as per Article 8:02 of the Collective Agreement.
- 10:04** Employees laid off in accordance with Article 10:01 shall be recalled by order of seniority to available positions in equal or lower paid occupational grade/classification provided they are qualified to perform the required work.
- 10:05** To be eligible for recall, prior to the employee's last shift before being placed on layoff status, the employee must provide the Employer with their current address, and further, during the layoff period, must inform the Employer immediately of any address changes.

- 10:06** As per Article 10:05, the employee must communicate with the Employer within seven (7) calendar days of their notice of recall being delivered to their recorded address. Further, the employee must be prepared to begin work at the time designated by the Employer.
- 10:07** The right of a person who has been laid off to be rehired under this **Collective** Agreement will be forfeited and shall be considered terminated in the following circumstances:
- (a) If the person did not communicate with the Employer as specified in Article 10:06.
  - (b) If the person did not report to work when instructed to do so and fails to provide a written explanation satisfactory to the Employer.
  - (c) A twenty-four (24) month period has elapsed since the date of layoff, as per Article 8:04(d).
- 10:08** **Reduction of Hours/Deletion of an Occupied Position**
- (a) In the event that an employee has their hours of work reduced or their position is deleted, the employee shall be given four (4) weeks' notice or four (4) weeks pay in lieu thereof and a copy of such notice shall be forwarded to the Union.
  - (b) Employees whose hours of work have been reduced or whose position has been deleted, shall be entitled to exercise their seniority within the same classification, provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question. Where it is not possible, employees shall be entitled to exercise their seniority to displace a less senior employee in an equivalent or lower classification within the scope of this **Collective** Agreement provided the employee has a satisfactory work record, possesses the qualifications, and meets the physical requirements of the position in question.
- 10:09** Notwithstanding Article 20:01, providing the employee has indicated to the Employer a desire to work additional available shifts in writing, such shifts shall be offered to an employee on layoff, or an employee who has had their hours

reduced, before part-time and casual employees, provided they possess the qualifications and orientation prescribed by the Employer for the position concerned and meets the physical requirements of the position in question. The available shifts accepted by the employee on layoff or an employee who has had their hours reduced cannot exceed the employee's EFT prior to layoff, or reduction in hours. Such available shifts shall be distributed on a seniority basis.

In the event the employee accepts additional available shifts, the provisions of the Collective Agreement shall be applicable except as modified hereinafter:

- (a) Vacation pay shall be calculated in accordance with Article 20:05 and shall be paid at the prevailing rate for the employee on each paycheque, and shall be prorated on the basis of hours paid at regular rate of pay,
- (b) Income protection accumulation shall be calculated as follows:

$$\frac{\text{Additional available hours worked by the laid off employee}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$

- (c) The employee shall be paid four point six two percent (4.62%) of the basic rate of pay in lieu of time off on Recognized General Holidays. Such holiday pay shall be calculated on all paid hours and shall be included in each pay deposit.
- (d) Participation in benefit plans is subject to the provisions of each plan.
- (e) Seniority shall be calculated in accordance with regular hours worked for these additional available shifts.

**10:10** Notwithstanding the provisions of Article 10:08 or any other of the provisions of Article 10, nothing contained therein shall be used for the purpose of affecting an across the board reduction of hours in the Employer's business or the region.

**10:11 Workplace Reorganization**

If workplace restructuring will result in the deletion(s) of occupied MGEU positions, the Employer will notify the Union. A Joint Workforce Adjustment Committee will be established, with a minimum of one (1) representative from

management and a minimum of one (1) from the Union, to review the proposed changes and develop recommendations to minimize impact on the affected employees. Such recommendations shall not be in violation of the Collective Agreement.

## Article 11 Leave of Absence

**11:01** Leaves of absence with or without pay may be granted for a period for a good and sufficient reason at the discretion of the Employer. Except in emergency circumstances, all requests for leave of absence must be made in writing to the department head at least thirty (30) calendar days in advance, specifying the reason for requested leave and the proposed dates of departure and return.

### **11:02 Parenting Leave**

Parenting Leave consists of Maternity Leave and Parental Leave. Parental Leave includes Paternity and Adoption Leave.

An employee who qualifies for Maternity Leave may apply for such leave in accordance with Maternity Leave "Plan A" or Maternity Leave "Plan B" but not both.

### **Maternity/Parental Leave**

#### **A. Plan A**

An employee shall receive Maternity Leave of seventeen (17) weeks and Parental Leave of **sixty-three (63)** weeks without pay, subject to the following conditions:

- (a)** An employee must have completed six (6) months employment as of the intended date of leave unless otherwise agreed to by the Employer.
- (b)** A written request must be submitted not later than the end of the twenty-second (22<sup>nd</sup>) week of pregnancy, indicating length of time required. In cases where an earlier leave is required, a written request must be submitted not less than four (4) weeks before the intended date of leave, indicating length of time requested.

- (c)** In the interest of job performance or employee health, as verified by a qualified medical practitioner, the Employer will have the right to place the employee on Maternity Leave.
- (d)** Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on the expiry of the Maternity Leave without a return to work unless otherwise approved by the Employer.
- (e)** A full-time employee may choose to receive up to five (5) days payment of normal salary from accumulated income protection credits before or after the period covered by Employment Insurance. Such days that may be utilized for this purpose will be as set out in Article 15:11.

A part-time employee may choose to receive income protection credits similar to full-time employees but prorated to reflect their paid hours of work within the previous fifty-two (52) weeks. Such days that may be utilized for this purpose will be as set out in Article 15:11.

#### **B. Plan B**

Effective April 1, 2010 the following (Plan B) provision, upon application, is applicable to employees commencing a maternity leave on or after April 1, 2010.

- (a)** In order to qualify for Plan B, a pregnant employee must:
  - (i)** Have completed six (6) continuous months of employment with the Employer;
  - (ii)** Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by them in the application as the day on which they intend to commence such leave;
  - (iii)** Provide the Employer with a certificate of a duly qualified medical practitioner certifying that they are pregnant and specifying the estimated date of their delivery;



the date mentioned in that certificate, as in Article **11.02 B(a)(iii)**.

**(iii)** The Employer shall vary the length of maternity leave upon proper certification by the attending physician or recommendation by the Department Head.

**(d) One (1) Week Employment Insurance Wait Period Served**

During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance with the SUB Plan as follows:

**(i)** For the first weeks an employee shall receive ninety-three percent (93%) of their weekly rate of pay;

**(ii)** For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the EI benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's normal weekly earnings.

**(iii) For the week immediately following the discontinuation of Employment Insurance Maternity Benefits, an employee shall receive ninety-three percent (93%) of their weekly rate of pay provided the employee does not receive Employment Insurance Parental Benefits.**

**If an employee received Employment Insurance Parental Benefits immediately following the exhaustion of Employment Insurance Maternity Benefits, the employee shall receive ninety-three (93%) of their weekly rate of pay in the week immediately following discontinuation of Employment Insurance Parental Benefits.**

**No Employment Insurance Wait Period Required**

**(iv) Should an employee not be required to serve any waiting period before the commencement of Employment Insurance benefits, the benefit under B(d)(i) shall be paid in the week following the payment in B(d)(iii).**

(v) All other time as may be provided under Article **11:02 B(c)**, shall be on a leave without pay basis.

(e) An employee may end their Maternity Leave earlier than the date specified by giving the Employer written notice at least two weeks or one pay period, whichever is longer, before the date they wish to end the leave.

(f) Plan B does not apply to temporary employees.

(g) A leave of absence under Plan B shall be considered to be an unpaid leave of absence. Income protection credits and vacation entitlement shall not accrue.

(h) Where maternity and/or parental leave exceeds **sixty-three (63)** weeks, the employee may elect to carry over to the next vacation year, up to five (5) days of current annual vacation (prorated for part time). The balance of the current annual vacation will be paid out at a time immediately following the period during which EI benefits were payable (even if this period extends into the following vacation year).

Any vacation earned up to the time of the commencement of leave will be retained and will be available to be taken in the following vacation year.

C. Sections 52 through 57.1(2) inclusive and Section 60 of the Employment Standards Code respecting maternity leave shall apply.

(a) **Parental Leave**

An employee shall receive Parental Leave of **up to sixty-three (63)** weeks, subject to the following conditions:

(i) They become the natural **parent** of a child and assumes actual care and custody of their child.

(ii) They have completed six (6) months employment as of the date of the intended leave.



**11:03 Bereavement Leave**

- (a) An employee shall be granted up to four (4) consecutive calendar working days leave without loss of pay and benefits, one (1) of which shall be the day of interment or cremation, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband/ brother's wife, and any other relative or foster child who was residing in the same household at the time of their death.

One (1) day may be retained for use in the case where actual interment or cremation is at a later date.

- (b) Bereavement leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the employee is required to attend a funeral more than two hundred and fifty (250) kilometres from the respective work location, or may be granted at the Employer's discretion if the travel required is less than two hundred and fifty (250) kilometres from the respective work location.
- (c) The time off referenced to in (a) above shall not be considered as needed during periods when an employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.

**(d) Employment Standard Recognized Leaves**

An employee shall receive leave without pay for the following recognized leaves:

- Compassionate Care Leave
- Family Related Leave
- Interpersonal Violence Leave
- Leave for Citizenship Ceremony
- Leave for Organ Donation
- Leave for Reservists
- Leave related to Critical Illness

- Leave related to the Death or Disappearance of a Child
- Long Term Leave for Serious Injury or Illness
- Any other form of leave recognized under The Employment Standards Code or Regulations

**11:04** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 11:03(b).

**11:05** An employee required to attend jury selection or serve as a juror or one subpoenaed as a witness in any court of law, other than a proceeding resulting from an employee's conduct or affairs shall be granted a leave of absence without loss of basic pay and shall remit to the Employer any payment received except reimbursement of expenses.

An employee required to attend a court proceeding as a party to that proceeding occasioned by the employees private affairs shall receive a leave of absence without pay for the required absence, or, in the alternative, the employee may use banked time in lieu of overtime, banked statutory holiday or vacation time.

**11:06** Employees shall be allowed the necessary time off without loss of basic pay to attend citizenship court to become a Canadian citizen up to a maximum of one (1) calendar day.

**11:07** An employee requesting to be absent from work on approved Union business shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Employer shall continue to pay the employee in a regular manner and the Union will reimburse the Employer for the salary and benefits accruing to the employee during their leave of absence and for any other extra cost incurred by the Employer.

Except in cases of emergency, at least fourteen (14) calendar days advance notice of request for such leave will be given by the employee or the Union.

Should an employee requesting Union leave be scheduled for vacation at that time, the Employer shall credit the employee with alternate days of vacation equivalent to the number of days of approved Union leave.

- 11:08** Upon request, up to one (1) days income protection shall be paid to the parent on the occasion of a birth or adoption of a child. Such leave shall be paid from the family illness income protection bank as stipulated in Article 15:12, provided the full provisions of 11:02(e) are not utilized.
- 11:09** The Employer will grant all employees one (1) personal day (prorated for part-time employees), to use at the employees' discretion, subject to operational requirements and Employer approval. The day must be taken within the calendar year. There shall be no carryover or payout of personal days if an employee does not use it within the calendar year it is available to them.
- 11:10** Subject to the provisions of Article **15:10**, an employee may apply to utilize income protection of up to five (5) days to over part or all of the Employment Insurance waiting period. An employee may also apply to utilize up to an additional five (5) days of income protection in the week immediately following the discontinuation of payments of Employment Insurance Compassionate Care Benefits.

Should an employee not be required to serve a wait period before the commencement of Employment Insurance Compassionate Care Benefits, the benefits under paragraph (h) above will be paid the two (2) weeks following the discontinuation of payments of Employment Insurance Compassionate Care Benefits.

## Article 12 Hours of Work

- 12:01** Regular hours of work for full-time employees will be:
- (a) Seven and three-quarters ( $7\frac{3}{4}$ ) hours per day excluding meal periods and including rest periods;
  - (b) Thirty-eight and three-quarters ( $38\frac{3}{4}$ ) hours per week; and
  - (c) Seventy-seven and one-half ( $77\frac{1}{2}$ ) hours **biweekly**.
- 12:02** The unpaid meal period away from the work station will be scheduled by the Employer and will not be less than one-half ( $\frac{1}{2}$ ) hour as per Article 12:01.

An employee whose meal period is cancelled and not rescheduled will be entitled to receive pay at overtime rates for the missed time.

An employee who is required to remain in the work site during the meal period shall receive pay at overtime rates for the entire meal period.

- 12:03** A rest period of fifteen (15) minutes, away from the work station, will be allowed by the Employer during each consecutive three (3) hour period of work, or unless otherwise mutually agreed to between the Employer and the employee.
- 12:04** Subject to operational requirements, and with mutual agreement between the employee and the manager or designate, an employee may combine their breaks outlined in Article 12:02 and 12:03.
- 12:05** Shift schedules for a minimum of a two (2) week period shall be posted at least two (2) weeks in advance of the beginning of a scheduled period. Except in cases of emergency, shifts within the minimum two (2) week period shall not be altered after posting except by mutual agreement between the employee and the Employer.
- Once a shift schedule has been posted, employees may request time off. Such requests will not be unreasonably denied.
- 12:06** Full-time employees, other than internal sales specialists, shall be assigned a minimum of every second weekend off, weekend being defined as Saturday and Sunday. By mutual agreement employees may alternate the weekends on which they are not required to work.
- 12:07** Requests for interchanges in posted shifts shall be submitted in writing co-signed by the employee willing to exchange shifts with the applicant. These requests are subject to the approval of the department head or designate and shall not result in overtime costs to the Employer.
- 12:08** This Article shall not prevent trial and implementation of changes in shift length or regular working hours if mutually agreed between the Employer and the Union. A consultation process will occur with affected employees.

12:09 Employees shall not be scheduled to work a split shift, unless mutually agreed to by the employee and the Employer.

12:10 **Cancelled Shifts**

An employee who reports for work as scheduled and finding no work available shall be paid a minimum of three (3) hours at their basic rate of pay. However, when such employee works any portion of their scheduled shift, they shall receive pay for that entire shift.

**Article 13 Overtime**

13:01 Overtime shall be all time authorized by the Employer and worked in excess of regular daily or **biweekly** hours of work as specified in Article 12:01. Overtime shall be compensated at one and one-half ( $1\frac{1}{2}x$ ) times the basic rate of pay for the first three (3) overtime hours worked and double time ( $2x$ ) for all overtime hours worked thereafter.

13:02 All overtime worked on a General Holiday shall be paid at two and one-half ( $2\frac{1}{2}x$ ) times the employee's basic rate of pay.

13:03 Overtime may be accumulated to a maximum of seventy-seven and one-half ( $77\frac{1}{2}$ ) hours (i.e. ten [10] work days), and may be compensated for by the granting of equivalent time off at applicable overtime rates. Such time shall be taken by the employee prior to March 31 of any year, or will be paid out at the end of the current fiscal year. Except in unique circumstances, two (2) weeks' notice of requests will be provided.

13:04 When overtime is required, it shall be offered to the most senior qualified volunteer employee, and when there are no volunteer employees, such duty shall be assigned starting with the most junior employee in the area, on duty, that is qualified.

13:05 A full-time employee required to report back to work outside their regular working hours shall be paid at overtime rates for all hours worked with a minimum of three (3) hours at overtime rates. Where an employee is called back within two (2) hours prior to the commencement of their next scheduled shift they will be paid at overtime rates for all time worked prior to the starting time of the next scheduled shift.

- 13:06** An employee required by the Employer to attend classes of instruction or interdepartmental meetings outside their regular hours shall be paid straight time rates for time spent in attendance at such courses or meetings or be given equivalent time off, subject to Article 13:03.
- 13:07** A meal shall be provided or ten dollars (\$10.00) in lieu of shall be paid to an employee when said employee works in excess of two (2) hours following their normal shift.
- 13:08** A full-time employee who works on a scheduled day off shall be paid two times (2x) the employee's rate of pay.
- 13:09** In every period of overtime, a paid rest period of twenty (20) minutes shall occur during each continuous three (3) hours, unless the overtime worked is a full shift, in which case regular meal/rest periods shall occur.

#### **Article 14    General Holidays**

- 14:01** The following are recognized as general holidays for purposes of this **Collective** Agreement and either they or an alternate day off in lieu will be given at the basic rate. Failing this, an additional days pay at the basic rate shall be granted in lieu.

New Year's Day (Jan 1)	Terry Fox Day
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day (Jul 1)	Christmas Day (Dec 25)
Truth and Reconciliation	Boxing Day

And any other day proclaimed as a holiday by Federal or Provincial authorities that is applicable to **Victoria Lifeline** employees.

- 14:02** An employee required to work on a general holiday will be paid at the rate of one and one-half times (1½x) their basic rate of pay for all hours worked up to seven and three-quarters (7¾) hours.
- 14:03** Subject to Article 14:06, an employee required to work on a general holiday will also be granted an alternate day off with basic pay at the mutual convenience

of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, an additional days pay at the basic rate shall be granted in lieu.

- 14:04** Subject to Article 14:06, if a general holiday falls on the regular day off of an employee or during their annual vacation, they shall be granted an alternate day off with basic pay at the mutual convenience of the Employer and the employee. If an agreement cannot be reached that would allow the employee to take an alternate day off within thirty (30) working days before or after the holiday, a days' pay at the basic rate shall be granted in lieu.
- 14:05** If a general holiday falls on a day on which an employee is receiving income protection benefits, it shall be paid as a holiday and not deducted from income protection credits.
- 14:06** Where the Employer determines that work is to be performed on a general holiday, the employee whose regular scheduled shift that falls on the general holiday shall have the option to work on that shift, provided the employee submits a written request to their supervisor prior to the posting of a schedule as per Article 12:04. Such request shall not be unreasonably denied.

Where more than one employee is involved, the most senior employee in that classification shall be given preference.

### **Article 15     Income Protection**

- 15:01** The provision of income protection is for the sole purpose of insuring an employee a continuing income during periods of bona fide sickness.
- 15:02** An employee who is absent from scheduled work due to illness, disability, quarantine, or because of an accident for which compensation is not payable under **The Workers Compensation Act** or Manitoba Public Insurance as a result of a motor vehicle accident, shall receive their regular basic pay to the extent that they have accumulated income protection credits.
- (a) Time off for medical, dental and chiropractic examinations or treatments, including reasonable travel time within the City of Winnipeg, shall be

granted and such time off shall be chargeable against the employees accumulated income protection credits, providing the following conditions are met:

- (i) Whenever possible, appointments are to be made on the employee's day off or at a time when they are not on duty. If the above is not possible, the employee will endeavour to make the appointment at a time which is least disruptive to the area.

**15:03** An employee who will be absent under the conditions outlined in Article 15:01 shall inform their supervisor prior to the commencement of their next scheduled shift(s). An employee who fails, without valid reason, to give notice as specified below will not be entitled to receive income protection benefits for the shift(s) in question:

Prior to the Day Shift: One (1) Hour

Reasonable notice for pre-scheduled medical, dental or chiropractic examination or treatment will be seventy-two (72) hours. An employee undergoing elective surgery must give seven (7) days' notice except in cases of emergency.

An employee returning to work following an absence of one (1) or more scheduled shifts shall notify the Employer as soon as possible but no later than the following:

Day Shift: Notify the Employer by 14:00 hours the day prior to returning to work;

If an employee reports for work after a period of illness and has not given proper notification, they may be sent home with no pay.

**15:04** Income protection shall accumulate at the rate of one and one-quarter (1¼) days for each full month of service. **Effective April 1, 2027: Each employee shall accumulate income protection at the rate of one and one-half (1½) days for each full month of service.**

**15:05** Income protection credits will accumulate on the same basis as seniority is accrued under Article 8.

- 15:06** During the probationary period, as per Article 3:05, an employee may claim accumulated income protection credits. However should an employee be terminated prior to the expiry of the above referenced probationary period, income protection credits paid to the employee will be recovered by the Employer.
- 15:07** The Employer reserves the right to require a certificate from a qualified medical practitioner as proof of the employee's fitness to return to work, or to determine the approximate length of illness, or in the case of suspected abuse, as proof of illness in regard to any claim for income protection. Failure to provide such a certificate when requested may disqualify an employee from receiving income protection benefits.
- 15:08** If an employee is to be absent for illness for a period exceeding their income protection, including EI credit, they must request, or cause someone on their behalf to request a leave of absence in writing for the expected duration of convalescence within ten (10) days of their last paid day of income protection.

In such cases, an employee shall be granted an unpaid leave of absence for a period of one (1) month per year of service up to a maximum of twelve (12) months. The employee will be responsible to notify the department every month to update the Employer regarding their medical status as well as their expected date of return.

**15:09 Income Protection and Workers Compensation**

- (a) (i) An employee who becomes injured or ill in the course of performing their duties must report such injury or illness as soon as possible to immediate supervisor.
- (ii) An employee unable to work because of a work-related injury or illness will inform the Employer immediately in accordance with established procedures, so that a claim for compensation benefits can be forwarded to **The Workers Compensation Board (WCB)**. Workers Compensation payment will be paid directly to the employee by WCB.
- (iii) Where an employee has applied for WCB benefits and where a loss of normal salary would result while awaiting a WCB decision, the

employee may elect to submit a written application to the Employer requesting an advance subject to the following conditions:

- (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and EI contributions.
  - (B) The advance(s) will cover the period of time from the date of injury until the date the final WCB decision is received, however in no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.
  - (C) The employee shall reimburse the Employer by assigning sufficient WCB payments to be paid directly to the Employer to offset the total amount of the advance.
  - (D) In the event the WCB disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this Collective Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
  - (E) Upon written request, the Employer will provide a statement to the employee indicating the amount of advance payment(s) made and repayment(s) received by the Employer.
- (b) (i) An employee who has accumulated sufficient income protection credits may elect to submit a written application to the Employer requesting that the Employer supplement the WCB payments. The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.

- (ii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted, or until one hundred nineteen (119) calendar days have elapsed since the first day of supplement, whichever occurs first.
  - (iii) Subject to the provisions of each plan the employee may request in writing that the Employer deduct from the supplement, if sufficient, the contributions which would have been paid by the employee to the Employer's pension plan, dental care plan, long term disability plan and group life insurance plan as if the employee was not disabled. If the supplement is not sufficient, or where the employee elects to receive an advance, the employee may, subject to the provisions of each plan, forward self payments to the Employer to ensure the continuation of these benefit plans. The Employer will contribute its usual contributions to these benefit plans while the employee contributes.
  - (iv) Further to this, the Employer shall notify **The Workers Compensation Board** of salary adjustments at the time they occur.
  - (v) If at any time it is decided by **The Workers Compensation Board** that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by the Workers Compensation Board, then such payment shall not be payable.
- (c)
- (i) Where an employee is unable to work because of injuries sustained in a motor vehicle accident they must advise their supervisor as soon as possible and they must submit a claim for benefits to Manitoba Public Insurance (MPI). The employee shall be entitled to receive full income protection benefits for any period of time deemed to be a "waiting period" by MPI.
  - (ii) Subject to (i) above, where an employee has applied for MPI benefits and where a loss of normal salary would result while awaiting a MPI decision, the employee may submit an application to the Employer requesting an advance subject to the following conditions:

- (A) Advance payment(s) shall not exceed the employee's basic salary as defined in Article 17:02 (exclusive of overtime), less the employee's usual income tax deductions, Canada Pension Plan contributions, and EI contributions.
  - (B) The advance(s) will cover the period of time from the date of injury in the motor vehicle accident until the date the final MPI decision is rendered. In no case shall the total amount of the advance exceed seventy percent (70%) of the value of the employee's accumulated income protection credits.
  - (C) The employee shall reimburse the Employer by assigning sufficient MPI payments to be paid directly to the Employer to offset the total amount of the advance or by repayment to the Employer immediately upon receipt of payment made by MPI directly to the employee.
  - (D) In the event that MPI disallows the claim, including any appeal, the employee shall be paid for the absence in accordance with the income protection provisions of this **Collective** Agreement and the Employer shall recover the total amount of the advance by payroll deduction.
  - (E) Upon request, the Employer will provide a statement to the employee indicating amount of advance payment(s) made and repayment(s) received by the Employer.
- (d) (i) Subject to (b), an employee who has accumulated sufficient income protection credits may elect to submit an application to the Employer requesting that the Employer supplement MPI payments.
- (ii) The amount of such supplement will equal ten percent (10%) of the employee's regular net salary not earned due to the time loss. Regular net salary will be based on the employee's basic salary as defined in Article 17:02 of the Collective Agreement (exclusive of overtime), less the employee's usual income tax deduction, Canada Pension Plan contributions and Employment Insurance contributions.

- (iii) The Employer's supplement shall be charged to the employee's accumulated income protection credits and such supplement shall be paid until the employee's accumulated income protection credits are exhausted.
- (iv) If at any time it is decided by Manitoba Public Insurance that any payment to be made to the employee by the Employer must be offset against benefits otherwise payable by The Manitoba Public Insurance Corporation, then such payment shall not be payable.
- (e) Where a work assessment period or a modified return to work period is recommended by MPI, the Employer shall make every reasonable effort to arrange for such assessment/return subject to MPI covering all related costs.

The Employer agrees to actively participate and facilitate the rehabilitation and return to work of ill, injured or disabled employees. The Union shall be notified and involved if there is a request for a Rehabilitation and Return to Work Program for employees. The Employer and the Union shall review the provisions of the program and ensure that the work designated is within their restrictions and limitations.

- 15:10** For each **one and one-half (1½)** days of income protection accumulated, **one and two tenths (1<sup>2/10</sup>)** day (eighty percent [80%]) shall be reserved exclusively for the employee's personal use as outlined in Article 15:02. The remaining **zero-point-three (0.3)** of a day (twenty percent [20%]) shall be reserved for either the employee's personal use as outlined in Article 15:02, or for use in the event of family illness as specified in Article **15:11**.

The Employer shall maintain an up to date record of the balance of income protection credits reserved for each of these purposes. (In the employee's first year of employment, amend "**one-point-two (1.2) days**" to read "**zero-point-nine (0.9) of a day**" and amend "**zero-point-three (0.3)**" to read "**zero-point-six (0.6) of a day.**")

- 15:11** Subject to the provisions of **15:10**, an employee may use income protection for illness of a spouse, child or parent.

**15:12 A Wellness Day is designated time off that an employee can use to support their physical and mental wellness. Subject to operational staffing requirements, the request for Wellness Days shall not be unreasonably denied.**

- (a) An employee may use up to two (2) days in each fiscal year (ending March 31) from their accumulated income protection credits for Wellness Days.**
- (b) The use of Wellness Days cannot reduce the number of income protection credits to less than twelve (12) days.**
- (c) The utilization of Wellness Days is subject to the following:**
  - (i) The leave shall be for physical or mental wellness.**
  - (ii) The two (2) days of leave can be used consecutively but shall not be used contiguously with a vacation leave.**
  - (iii) These two (2) days shall not be carried forward from fiscal year to fiscal year, nor are they paid out, and;**
  - (iv) these days will not be factored into the attendance support and assistance program.**

**The employee shall endeavour to request a Wellness Day not less than twenty-four (24) hours in advance of the shift and not more that seventy-two (71) hours in advance.**

#### **Article 16 Annual Vacation**

**16:01** The vacation year shall be from April 1 in the one year to March 31 in the next year. Notwithstanding these dates, vacation entitlement shall be calculated as at the end of the last full pay period of the vacation year.

**16:02** An employee who has completed less than one (1) years continuous employment as of March 31 will be granted vacation based on a percentage of regular hours worked, in the new vacation year.

- 16:03 Annual vacation shall be earned at the rate of:
- Fifteen (15) working days per year commencing in the first year of employment.
  - Twenty (20) working days per year commencing in the fourth year of employment.
  - Twenty-five (25) working days per year commencing in the eleventh year of employment.
  - Thirty (30) working days per year commencing in the twenty-first year of employment.

Vacation entitlement for the vacation year following completion of the third, tenth and twentieth years of continuous employment shall be determined by a **pro rata** calculation based upon the two (2) rates of earned vacation.

- 16:04 In recognition of length of service, each full-time employee shall receive one (1) additional week of vacation (five [5] days) on completion of twenty (20) years of continuous service, and on each subsequent fifth (i.e. twenty-fifth, thirtieth, thirty-fifth, fortieth, etc.) anniversary of employment.

The additional five (5) days shall be granted in the vacation year in which the anniversary date falls and are not cumulative.

Part-time employees shall be entitled to a **pro rata** portion of this benefit.

- 16:05 Employees may receive their vacation pay not later than the date preceding the day their vacation commences if application has been made to the Employer, in writing, two (2) weeks in advance.

- 16:06 The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 16:01. Employees shall indicate in writing their preferences as to vacation dates within thirty (30) calendar days of posting of the projected entitlement list. Priority in the selection of dates shall be given to the employees having the most seniority within each department.

An employee who fails to indicate their choice of vacation within the above thirty (30) calendar day period shall not have preference in the choice of vacation time, where other employees have indicated their preference.

Employees in term positions, as per Article 3:04, will be considered to be assigned to the ward or area they will be working in on the dates they select for their respective vacation.

All requests for vacation leave will be subject to approval of the employee's supervisor or the designated Administrative Officer based on operational requirements.

- 16:07** The Employer will post an approved vacation schedule of the projected vacation entitlement list no later than the first day of the new vacation year. Vacation shall not be changed unless mutually agreed upon by the employee and the Employer.
- 16:08** Vacation earned in any vacation year is to be taken in the following vacation year as per Article 16:01. Upon receipt of a written request, the Employer, at its sole discretion, will consider a carryover of vacation from one year to the following year.
- 16:09** In the event that an employee is hospitalized during their vacation, it shall be incumbent upon the employee to inform the Employer as soon as possible. In such circumstances the employee may utilize income protection credits to cover the hospitalization period and the displaced vacation shall be rescheduled at a time mutually agreed upon between the Employer and the employee within the available time periods remaining during the vacation year. Proof of such hospitalization shall be provided if requested.
- 16:10** Where an employee is subpoenaed for jury duty or in receipt of WCB benefits during their period of vacation, there shall be no deduction from vacation credits and the period of vacation so displaced shall be rescheduled at a time mutually agreed between the employee and the Employer within the available time periods remaining during the vacation year, subject to Article 16:07.
- 16:11** Vacation entitlement will be payable at the employee's regular rate of pay.
- 16:12** An employee who transfers to a different unit or department after vacation requests have been approved will have their vacation scheduled by the manager of the new unit in consultation with the employee within the time periods remaining during the vacation year.

- 16:13 An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) for all hours worked and the vacation day will be rescheduled.
- 16:14 An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate and the vacation day will be rescheduled as mutually agreed.
- 16:15 Staff are required to request a minimum of fifty percent (50%) of their vacation allotment by September 15. If a minimum of fifty percent (50%) of an employee's vacation entitlement is not requested by September 15, at the discretion of the Employer, up to fifty percent (50%) may be scheduled by the Employer.

The Employer shall not have the ability to schedule vacation where an employee has requested fifty percent (50%) of their annual vacation by September 15 but the request was denied by the Employer.

#### Article 17 Salaries and Increments

- 17:01 (a) Employees shall be paid in accordance with Schedule "A" attached to and forming part of this **Collective** Agreement. The granting of increases shall be contingent upon the employee having performed their duties in a satisfactory fashion.
- (b) Incentive based compensation for the previous fiscal quarter shall be included in or subsequent to the first pay period of the following fiscal quarter.
- 17:02 (a) Salaries shall be paid **biweekly** to each employee in accordance with their grade listed in Schedule A.
- (b) Upon discovery of a payroll error, the employee/Employer is responsible to report such error in pay to the Employer/employee as soon as possible.
- (c) Errors in pay equivalent to one (1) full day (seven and three-quarter [7¾] hours) of regular pay or less made by the Employer shall be corrected on the next payday.

- (d) Where there is money owing to the employee in excess of one (1) day (seven and three-quarter [ $7\frac{3}{4}$ ] hours) of regular pay, the employee shall, upon request, be paid by supplemental pay or manual cheque as soon as possible within the five (5) calendar days following the day the error was reported.

- 17:03** Individual salary increases resulting from the wage schedule shall be implemented on the employee's increment date, regardless of position or classification. When an unpaid leave of absence in excess of four (4) weeks is granted, the annual increment for the employee shall move forward in direct relation to the length of the leave.
- 17:04** Employees temporarily assigned to relieve or replace employees in positions covered by this Collective Agreement that are higher than their normal class, shall be paid sixty-five cents (\$0.65) per hour for hours so assigned.
- 17:05** An employee assigned, in writing by the Employer, to temporarily relieve or replace an employee whose position is outside of the bargaining unit will be paid eighty cents (\$0.80) per hour above their existing rate of pay.
- 17:06**
  - (a) When an employee reports to work and is requested to work in a lower paid classification the employee shall be paid their current rate of pay.
  - (b) When an employee voluntarily works a shift in a lower paid classification the employee shall be paid at the same increment step on the lower paid classification as they are paid on their current classification.
  - (c) When an employee voluntarily works a shift in accordance with (b) above, and the employee has previously attained a higher increment level in that classification than what (b) provides, the employee will be paid at the step that they had previously attained in the lower paid classification.
- 17:07 Transportation**
  - (a) An employee required to return to the workplace on a call-back as referenced in Article 13:05 will have:
    - (i) Return transportation provided by the Employer; or

- (ii) Reimbursement in accordance with the VLL Mileage policy but not to fall below the Province of Manitoba mileage rates if they uses their own car.
- (b) Employees who are required to use their own personal vehicle for workplace business which has been pre-authorized by the Employer shall be reimbursed by the Employer in accordance with the VLL Mileage policy but not to fall below the Province of Manitoba mileage rates.
- (c) Employees required to attend meetings outside the workplace shall be reimbursed applicable transportation and mileage rates as outlined above.

### **Article 18     Premiums**

**18:01** (a) Employees, other than those classified as ISS, required to work the majority of their hours on any shift between 16:00 hours and 24:00 hours, shall be paid an evening shift premium of one dollar (\$1.00) per hour for that shift.

(b) Employees, other than those classified as ISS, required to work the majority of their hours on any shift between 00:01 hours and 08:00 hours, shall be paid a night shift premium of one dollar and seventy five cents (\$1.75) per hour for that shift.

Effective April 1, 2016, the night shift premium shall increase to one dollar and ninety cents (\$1.90) per hour.

Effective October 1, 2016, the night shift premium shall increase to two dollars and five cents (\$2.05) per hour.

**18:02** Shift premium and weekend premium will not be payable while an employee is off duty for any reason.

**18:03** A weekend premium of one dollar and thirty-five cents (\$1.35) per hour shall be paid to an employee for all hours worked on any shift where the majority of hours on that shift fall between 00:01 hours on the Saturday and 24:00 hours on the following Sunday.

Effective April 1, 2016, the weekend premium shall increase to one dollar and fifty cents (\$1.50) per hour.

Effective October 1, 2016, the weekend premium shall increase to one dollar and sixty-five cents (\$1.65) per hour.

**Article 19 Terminations**

**19:01** An employee may terminate their employment with the Employer by giving the following written notice:

- (a) One (1) week before the date of termination, if the employee’s service is less than one (1) year ; or
- (b) Two (2) weeks before the date of termination, if the employee’s service is one (1) year or more.

**19:02** Employment may be terminated by the Employer with written notice provided as follows:

Period of Employment	Notice Period
Less than one (1) year	one (1) week
At least one (1) year and less than three (3) years	two (2) weeks
At least three (3) years and less than five (5) years	four (4) weeks
At least five (5) years and less than ten (10) years	six (6) weeks
At least ten (10) years	eight (8) weeks

Employment may be terminated with lesser notice:

- (a) By mutual agreement between the Employer and the employee; or
- (b) During the probationary period of a new employee; or
- (c) In the event an employee is dismissed for sufficient cause to justify lesser or no notice.

**Article 20 Special Provisions Re: Part-time Employees**

- 20:01 (a) Part time employees who indicate in writing to the Employer that they wish to work additional hours shall be offered such work when available providing they are able to perform the required duties. Such additional hours shall be allocated as per seniority within the department amongst those employees who have requested additional hours. It is further understood that such additional hours shall be offered only to the extent that they will not incur any overtime costs to the Employer.
- (b) Should a part-time employee as described in (a) above refuse to report for work on three (3) occasions in a calendar year when requested and without an explanation satisfactory to the Employer, they will henceforth be offered additional hours at the sole discretion of the Employer until the next seniority list is posted.
- (c) (i) Where a part-time employee is unable to work all or part of any additional hours for any reason, payment shall be made only in respect of hours actually worked.
- (ii) Additional hours worked by a part-time employee shall be included in the determination of seniority.
- (iii) Additional hours worked by a part-time employee shall be included when determining an employee's earned vacation pay, accumulated income protection credits, and general holiday pay in accordance with Article 20:07.
- (iv) When a part-time employee is scheduled to work additional shifts for a period of time as described under Article 3:04, they shall be entitled to income protection benefits and bereavement leave.
- (d) Whenever an employee is called in to work within one (1) hour of the start of the shift and reports for duty within one hour of the start of the shift, they shall be entitled to pay for the full shift. In such circumstances the scheduled shift hours shall not be extended to equal a full shift.
- 20:02 Part-time employees are entitled to the benefits provided for under this Collective Agreement on a **pro rata** basis based on their regular hours worked.

Without limiting the generality of the forgoing, the following provisions shall apply.

**20:03 Income Protection in Case of Illness**

Part-time employees shall accumulate income protection credits on a **pro rata** basis, in accordance with this formula:

$$\frac{\text{Hours Paid at Regular Rate of Pay}}{\text{Full-time hours}} \times \text{Entitlement of a full-time employee}$$

**20:04** Part-time employees may claim payment from accumulated income protection credits only for those hours they were regularly scheduled to work but were unable to work due to illness, consistent with Article 20:01(c)(i).

**20:05** Prorate part-time vacation to be equivalent to time off for full-time employees, i.e. no unpaid vacation days.

**20:06 Annual Vacation**

**(a) Entitlement to Vacation Pay**

Part-time employees shall earn and accrue entitlement to vacation pay on a **pro rata** basis in accordance with the following formula:

$$\frac{\text{Hours Paid at Regular Rate}}{\text{Full-time Hours}} = \text{Prorating factor}$$

Example of Entitlement to Vacation Pay: Employee 'A' is a part-time employee, listed as .5 EFT. In the previous year, 'A' worked more than .5 of the full-time hours, and in fact worked 1,410 hours. 'A's' entitlement to vacation pay would be based on a pro-rating factor of:

$$\frac{1410}{2015} = .7 \text{ prorating factor}$$

**(b) Entitlement to Vacation Time**

Actual entitlement to vacation time for part-time employees shall be based on years of service as provided for in Article 16:03.

Example of Entitlement to Vacation Time:

Employee 'A' is in their fifth year of employment. Employee 'A' is entitled to twenty (20) working days per year of vacation time. For greater certainty, the term "working days" means days on which Employee 'A' is regularly scheduled to work.

(c) **Entitlement to Receive Vacation Pay and Vacation Time**

(i) Initial Selection of Vacation Time

Part-time employees shall have an initial right to indicate their preference to dates on the basis of the procedure set out at Article 16:05. During this initial procedure for vacation selection, part-time employees shall be allowed to indicate their preference up to a maximum on the basis of the prorating of their vacation time entitlement in accordance with the following formula:

$$\text{Prorating factor} \times \text{Entitlement to vacation time} = \begin{array}{l} \text{Number of} \\ \text{vacation days} \\ \text{(working days)} \end{array}$$

Example of Initial Selection: During the initial selection procedure set out at Article 16:05, Employee 'A' shall have the right to indicate in writing their preference as to the following maximum number of vacation dates:

$$.7 \times 20 = 14 \text{ working days}$$

(ii) Selecting the Balance of the Vacation Time

After the initial selection set out in sub-section (i) above has been completed, the selection of the balance of vacation time shall be at the option of the part-time employee but shall be governed by the last sentence of paragraph 1 of Article 16:05.

Example of Selecting the Balance of Vacation Time:

Employee 'A' would have the option to select the following number of working days in order to exhaust their vacation time entitlement:

$$.3 \times 20 = 6 \text{ working days}$$

Alternate Example: In the event that Employee 'A' chose to select twelve (12) working days of vacation time in the initial selection, Employee 'A' would have the option to later select up to eight (8) working days in order to exhaust their vacation time entitlement.

(iii) Operational Requirements

The provisions of Article 16:05 dealing with operational requirements apply equally to the selection procedures set out in sub-sections (i) and (ii) above.

(iv) Receipt of Vacation Pay

Unless a part-time employee requests to be paid in accordance with one of the four options set out below, and to the extent that they still have unused vacation pay, a part-time employee shall be paid their regular rate of pay for the number of hours they were scheduled to work on the working day taken as vacation time. An employee may choose to request to receive vacation pay in accordance with the one of the four options:

- (A) Partial pay divided equally over their entire vacation time entitlement; or
- (B) Full pay for vacation days up to such point as their vacation pay is exhausted; or
- (C) A combination of (A) or (B) above; or
- (D) Partial or full vacation pay as set out above for a portion of the vacation time and the balance of vacation pay in a lump sum regardless of whether the part-time employee intends to take any unused vacation time at a future date in the vacation year.

- (d) An employee requested to report to work on a scheduled day of vacation shall receive two times (2x) for all hours worked and the vacation day will be rescheduled.

An employee who volunteers to work on a scheduled vacation day will be paid at the straight time rate or at the applicable overtime rate and the vacation day will be rescheduled as mutually agreed.

#### 20:07 **General Holidays**

Part-time employees will be paid four point six two percent (4.62%) of their basic pay in lieu of time off on General Holidays. Such holiday pay shall be included in each regular pay deposit.

General Holiday pay earned in accordance with the above shall be considered as paid hours for the purpose of accruing seniority.

#### 20:08 **Overtime**

Part-time employees shall be entitled to overtime rates when authorized to work in excess of the daily or **biweekly** hours of work as specified in Article 12.

#### 20:09 **Increments**

Salary increments for part-time employees will be granted after completion of the hours dictated in Schedule "A" until the maximum of the appropriate salary schedule (scale) is attained (see attached).

#### 20:10 **Bereavement Leave**

- (a) A part-time employee shall be allowed to take up to four (4) consecutive calendar days off, one (1) of which shall be the day of interment or cremation, in the case of the death of a parent, spouse, same-sex partner, child, brother, sister, brother's wife, sister's husband, mother-in-law, father-in-law, common-law spouse, daughter-in-law, son-in-law, sister or brother of spouse, the wife or husband of the spouse's sister or brother, grandparent, grandparent-in-law, grandchild, step children, step parents, latest foster parents, former legal guardian, fiancé, sister's husband/brother's wife, and any other relative or foster child who was residing in the same household at the time of their death; they shall receive pay at the basic rate for each scheduled hour of work within those four (4) days.

One (1) day may be retained for use in the case where actual interment or cremation is at a later date.

- (b) Bereavement leave as referenced in (a) above, shall be extended by up to two (2) additional consecutive days provided the part-time employee is required to attend a funeral more than two hundred fifty (250) kilometres from the respective workplace, or shall be granted at the Employer's discretion if the travel required is less than two hundred fifty (250) kilometres from the respective work location. The part-time employee shall receive pay at the basic rate for each scheduled hour of work within these two (2) days.
- (c) The time off referenced to in (a) above shall not be considered as needed during periods when a part-time employee was not scheduled to be on duty, i.e. days off, vacation periods, holidays and days during which income protection is being utilized.
- (d) Subject to the provisions of Article **15:10**, an employee may apply to utilize income protection of up to five (5) days to cover part or all of the Employment Insurance waiting period. An employee may also apply to utilize up to an additional five (5) days of income protection in the week immediately following the discontinuation of payments of Employment Insurance Compassionate Care Benefits.

Should an employee not be required to serve a wait period before the commencement of Employment Insurance Compassionate Care Benefits, the benefits under paragraph (h) above will be paid the two (2) weeks following the discontinuation of payments of Employment Insurance Compassionate Care Benefits.

- 20:11** Necessary time off up to one (1) day at basic pay shall be granted to an employee to attend a funeral as a pallbearer or mourner. Additional travel time shall not be compensated as per Article 20:10(b).

## Article 21 Committees

### 21:01 Labour Management Committee

- (a) The parties hereto agree to a joint committee being established to deal with such matters of mutual concern as may arise from time to time in the operation of the workplace.
- (b) The Committee shall be composed of equal representation from the Employer and the local Union with the total committee representation not to exceed four (4) members, unless mutually agreed otherwise. The local Union committee shall be appointed by the local Union Executive may at any time have a Representative from the Manitoba Government and General Employees' Union.
- (c) The Committee shall meet as and when required at a mutually agreeable time upon written notice being given by either party. An agenda will be prepared by the calling party and shall be submitted five (5) working days prior to the meeting taking place.
- (d) It is agreed that both parties will cooperate to the fullest extent in the matter of safety and accident prevention and the Employer agrees to provide safety equipment where required, to install safety devices where necessary, and take the necessary steps to provide a safe and healthy work environment for employees in the course of their assigned duties.

21:02 The Committee shall not have jurisdiction over wages, or any matter of collective bargaining, including the administration of this Collective Agreement. The Committee shall not supersede the activities of any committee of the Union or of the Employer and does not have the power to bind either the Union or its members or the Employer to any decision or conclusions reached in their discussions. The Committee may make recommendations to the Union and the Employer with respect to its discussions and conclusions **on matters such as but not limited to: workplace, safety and health matters, and the attendance support and management program.**

The minutes produced from these meetings will be a complete record of the discussions had while respecting the requirements of PHIA and FIPPA.

## Article 22 Retirement Bonus

- 22:01** Employees retiring in accordance with the following:
- (a) Retire at age sixty-five (65) years; or
  - (b) Retire after age sixty-five (65) years; or
  - (c) Have completed at least ten (10) years continuous employment and retire after age fifty-five (55) years but before age sixty-five (65) years;
  - (d) Employees who have completed at least ten (10) years continuous service with the Employer, whose age plus years of that service equal eighty (80); shall be granted retirement bonus on the basis of four (4) days per year of employment.
- 22:02** Calculation of pre-retirement bonus entitlement shall begin from the date of the employee's last commencing employment with the Employer and shall be based on the employee's total length of continuous employment on the date of retirement.
- 22:03** Employees retiring in accordance with the conditions of Article 22:01 shall be granted retirement bonus as specified on the following basis. Calculations will be based on the following formula:
- $$\frac{\text{Total paid hours actually worked from date of hire}}{\text{Full-time Hours}} \times \text{Four (4) days}$$
- 22:04** Payment shall, at the option of the employee, be made in a lump sum or as a continuation of salary until the scheduled retirement date. The retirement date shall be the last day worked in cases where an employee chooses lump sum payment.
- 22:05** Permanent employees who terminate employment at any time due to permanent disability shall be granted pre-retirement leave, payable in a lump sum, on the basis of four (4) days per year of employment and in accordance with the calculation methods prescribed in this Collective Agreement.
- 22:06** Pre-retirement pay may be utilized to directly fund the buyback of pension service in accordance with Revenue Canada limits and restrictions.

Contributions for this purpose must also conform to the Healthcare Employees Pension Plan (HEPP) Trust Agreement, HEPP Plan Text, and other applicable written HEPP policies and guidelines.

- 22:07 Effective April 1, 2008, where an employee is entitled to pre-retirement bonus in accordance with the conditions listed above, and the employee dies prior to receiving this benefit, it is understood that the pre-retirement bonus benefit shall be paid to their estate.
- 22:08 An employee who retires and is re-employed within six (6) months of their last day or work shall be placed on the same salary step they were on when they ended their employment.

### Article 23 Employee Benefits

#### 23:01 Health and Dental Plan

The parties agree that during the life of this **Collective** Agreement, **the parties agree to continue to participate in the Healthcare Employees Benefit (HEB) Benefit Plans in accordance with the provisions of the applicable plan text. The HEB** Plans will be cost-shared on a (50-50) basis.

#### 23:02 Life Insurance

**The parties agree to continue to participate in the HEB Life Insurance Plan in accordance with the provisions of the applicable plan text.**

#### 23:03 Disability and Rehabilitation Plan

**The Employer agrees to participate in the HEB Disability and Rehabilitation Plan in accordance with the provisions of the applicable plan text.** Benefit levels, as determined by the Board of Trustees, shall continue to be implemented for all eligible employees.

The Employer will contribute to a maximum of two point three percent (2.3%) of base salary to fund the **HEB** Disability and Rehabilitation Plan.

The Employer agrees to fund its share of costs on an administrative service basis as required and in addition, the Employer will provide a net reserve to cover future benefits for employees on the disability plan.

The parties agree that income protection will be used to offset the elimination period. Once the elimination period has been exhausted, the eligible employee will commence drawing disability benefits. An employee may claim income protection for a period of time not to exceed the elimination period.

It is understood that the elimination period for the Disability Rehabilitation Plan is one hundred nineteen (119) calendar days.

**23:04** An employee with more than one (1) year of seniority who is unable to work by reason of an accident or illness not fully covered by paid income protection shall have their basic Employee Group Life Insurance premiums paid by the Employer until they regain their health and are able to work or until their employment is terminated.

**23:05 Pension Plan**

The Employer agrees to continue to participate in the HEB Manitoba jointly trusted pension plan in accordance with the provisions of the applicable plan text.

**23:06 Benefits and Pension Administration**

**Full-time and part-time employees will be eligible to enroll in benefits through the HEB member portal. The Employer will ensure there is accessibility to workplace computers for all employees to access the portal if required. In accordance with the plan text, the Employer will continue to provide information to the benefit provider as required.**

**Article 24 Changes in Classification**

**24:01** In the event that the Employer establishes or proposes to establish a new classification, or if there is a substantial change in the job content or qualifications of an existing classification and providing that the new or revised classification falls within the bargaining unit, the Union shall receive a copy of the job description and accompanying salary range.

**24:02** Unless the Union objects in writing within thirty (30) calendar days following such notification, the classification and salary range shall become established and form part of Schedule "A" of this **Collective** Agreement.

- 24:03** If the Union files written objection, as per Article 24:02, then the parties hereto shall commence negotiations forthwith and attempt to reach agreement as to an appropriate salary range.
- 24:04** Failing agreement, the matter may be referred to arbitration in accordance with Article 7.
- 24:05** At any time after an employee has been in a classification for three (3) months, they shall have the right to request a review of their classification if they feel that the duties of the job have substantially changed from those of the classification job description.

The Employer will examine the duties of the employee, compare them with the job description and give a decision as to the validity of the request.

If the decision given is not satisfactory to the employee, they may then treat this request for change in classification as a grievance as laid out in Article 6.

If at any time the Employer changes an existing job description, the employee(s) and Union will receive the revised copy of same.

#### Article 25    Duration

- 25:01** (a) This **Collective** Agreement shall be in full force and effect from **April 1, 2025, until March 31, 2028.**
- (b) The provisions of the **Collective** Agreement shall continue in effect following the expiry date until replaced by a new **Collective** Agreement or until the declaration of a strike or lockout, whichever occurs first.
- (c) The Union agrees to give the Employer at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of strike action.
- (d) The Employer agrees to give the Union at least two (2) weeks (fourteen [14] days) written notice as to the intended time and date of lockout.
- 25:02** Should either party desire to propose changes to this **Collective** Agreement, they shall give notice in writing, to the other party not more than ninety (90) calendar days and not less than thirty (30) calendar days prior to the date of termination. Within thirty (30) calendar days of the receipt of proposals, the

other party shall be required to enter into negotiations for the purpose of discussing the changes and the formation of a new **Collective** Agreement.

- 25:03 This **Collective** Agreement may be amended during its term by mutual agreement.
- 25:04 It is agreed that neither the Union nor the Employer shall sanction or consent to any strike or lockout during the term of this **Collective** Agreement and further no employee in the unit shall strike during the term of this **Collective** Agreement.

### Article 26 Union Representation

- 26:01 The Union agrees to exchange with the Employer a current list of officers and authorized representatives and to notify the Employer in writing within fourteen (14) days of any change or changes in Union representation.
- 26:02 The Employer agrees that the bargaining unit shall have the right to assistance from representatives of the Manitoba Government and General Employees' Union when negotiating or dealing with matters concerning the **Collective** Agreement.
- 26:03 When meeting with the Employer to conduct negotiations, the maximum number of employees who will be entitled to leave of absence without loss of basic pay or benefits for all time spent bargaining with the Employer shall be one (1) representative. Where bargaining ends or is cancelled the Union representative may return to work for the completion of their shift. Where they report within one (1) hour of the completion or cancellation of bargaining, no wage recovery shall be required.

By mutual agreement between the Employer and the Union, employees required to make special presentations shall be allowed leave of absence with pay.

- 26:04 Union local officers and stewards, with their respective Supervisor(s) permission, may visit employees for the purpose of investigating complaints and the administration of the Collective Agreement but only with the prior authorization of the Supervisor(s) of the employees involved. Such

authorization shall not be unreasonably withheld. To the extent possible and practical, all such union activities shall be conducted during off duty hours.

## **Article 27    Respectful Workplace**

**27:01** It is agreed that there shall be no discrimination against any employee by the Employer or the Union based on:

- Ancestry, including colour and perceived race
- Ethnic background or origin
- Age
- Nationality or national origin
- Political belief, association or activity
- Religion or creed
- Sex, including pregnancy
- Marital status or family status
- Sexual orientation/gender identification
- Physical or mental disability
- Place of residence
- Membership or non-membership or activity in the union,

except as may be allowed under **The Manitoba Human Rights Code**.

### **27:02    Harassment**

The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment shall be treated in strict confidence by both the Employer and the Union.

The definition of harassment shall consist of the definition contained in the Human Rights Code and The Workplace Safety and Health Act, and shall further include the definition of harassment set out in the Respectful Workplace Policy as may be amended by the Employer from time to time.

Employees are encouraged to review the Respectful Workplace Policy.

**27:03** The parties agree that all employees are entitled to a respectful and safe workplace, which is free from discrimination, harassment and violence.

- 27:04** The Employer, in consultation with its employees, will develop a respectful workplace policy or review an existing policy to be included in the Employer's policy manual.

#### **Article 28 Bulletin Boards**

- 28:01** A bulletin board for the use of the Union will be provided by the Employer. All material posted must be submitted to the designated Administrative Officer and is subject to their approval.

#### **Article 29 Discharge, Suspension, Discipline and Access to Personnel Files**

- 29:01** An employee may be discharged or suspended for just cause. Such employee shall be advised promptly in writing of the reason for their dismissal or suspension, with a copy being sent to the Union Business Representative.
- 29:02** In all instances where the Employer considers that an employee warrants disciplinary action, the Employer shall make every effort to take such action at a meeting with the employee. The employee may be accompanied at the meeting by a Union Representative if they so desires.

Where possible, the Employer shall give the employee prior notice of the nature of the complaint.

No disciplinary document shall be placed on an employee's personnel file without the employee being given the opportunity to read the document.

- 29:03** If the action referred to in the above clause results in a written warning, suspension, demotion or dismissal of an employee, the Employer shall notify the employee in writing of the action taken and the reasons either by registered mail or personal service.
- 29:04** Upon written request and at a mutually agreeable time, an employee shall be given the opportunity to examine any document which is placed in their personnel file, provided no part thereof is removed from the file, and their reply to any such document shall also be placed in their personnel file. Upon written request the employee shall also receive an exact copy of any document forming part of their file.

- 29:05** An employee accompanied by a Union Representative if they so elect, may examine their personnel file on request as per Article **29:04** of the Collective Agreement.
- 29:06** There shall be one (1) personnel file maintained by the Employer for each employee.
- 29:07** Where the Employer makes a written assessment of an employee's work performance, the employee shall be entitled to receive a copy. The employee shall sign the assessment indicating only that they have read and understand the contents. The employee may respond in writing to the assessment which shall become part of their record.

Any dispute relative to the substance of the written evaluation must be in writing and submitted within seven (7) days of the date of the employee's acknowledgement of the evaluation.

### **Article 30 Storm/Disaster Pay**

- 30:01** If an employee is unable to attend work due to bad weather conditions and there are actual blizzard conditions, as declared by Environment Canada, or the Employer, or due to road closures as declared by the police agencies or the Department of Highways, staff shall not be paid for such work missed, however, on written request, they will be allowed to use banked time in lieu of overtime, banked statutory holiday or vacation time.
- 30:02** If an employee is able to attend at work in spite of the above conditions, and they do so as soon as is possible and within one (1) hour of the scheduled start time, they shall be entitled to pay for the full shift.

### **Article 31 Education Leave**

- 31:01** The Employer, where possible, will attempt to accommodate scheduling requests for employees who have been accepted into an educational program and wish to maintain an employment relationship with the Employer.
- 31:02** Upon written request, the Employer shall give due consideration to an employee's request for educational leave of absence without pay.

## Article 32 Safety and Health

- 32:01** The Employer shall in accordance with the objects and purposes of **The Workplace Safety and Health Act**:
- (a) Ensure so far as is reasonably practicable, the safety, health, and welfare at work of all workers; and
  - (b) Comply with **The Workplace Safety and Health Act** and Regulations.
- 32:02** Should there be enough employees to require the formation of a joint Safety and Health Committee, as per the Workplace Safety and Health Act, **a Committee** shall be established to examine all aspects of safety and health measures within **Victoria Lifeline**. The joint Safety and Health Committee shall hold meetings at least quarterly for jointly considering, monitoring, inspecting, investigating, and reviewing safety and health conditions and practices within in the site. The duties of the committee include:
- (a) The receipt, consideration and disposition of concerns and complaints respecting the safety and health of workers;
  - (b) Participation in the identification of risks to the safety or health of workers or other persons, arising out of or in connection with activities in the workplace;
  - (c) The development and promotion of measures to protect the safety and health and welfare of persons in the workplace, and checking the effectiveness of such measures;
  - (d) Co-operation with the occupational health service, if such a service has been established;
  - (e) Co-operation with a safety and health officer exercising duties under this Act or the regulations;
  - (f) The making of recommendations to the employer or prime contractor respecting the safety and health of workers;
  - (g) The inspection of the workplace at regular intervals;

- (h) The participation in investigations of accidents and dangerous occurrences at the workplace;
- (i) The maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee; and
- (j) Such other duties as may be specified in this Act or prescribed by regulation.

Minutes of the Workplace Safety and Health Committee meetings shall be recorded, provided to committee members, posted on the Safety and Health bulletin boards, and supplied to the Workplace Safety and Health Division. Recommendations for corrective actions shall be referred, in writing, to the CEO or designate and a response shall be provided to the Workplace Safety and Health Committee within thirty (30) days.

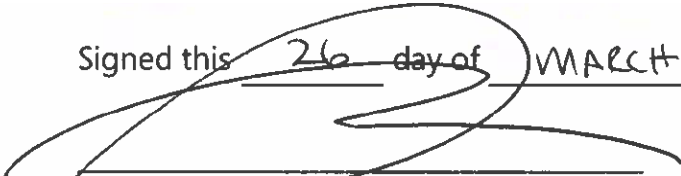
- 32:03** The Employer and the Union agree that harassing and violent behaviour shall not be condoned in the workplace and is further agreed that both parties will work together in recognizing and resolving such problems should they arise.
- (a) When the Employer is aware that a client has a history of aggressive behavior the Employer will make such information available to employees who provide service to those clients.
  - (b) Where such a program does not exist, the Employer shall develop an Aggressive Client/Client Conduct Program. Prior to implementing such a program, the Employer shall receive a recommendation from the Safety and Health committee. Such a program will include instruction and dissemination of information.
- 32:04** The Employer shall provide information and preventative measures for those employees in contact with known infectious diseases where medically necessary to protect the employee or other residents.
- 32:05** An employee may refuse to perform particular work where the employee has reasonable grounds to believe and does believe that the work is dangerous to their safety or health or the safety or health of another worker or another person. Where the employee refuses particular work, they shall immediately

report the refusal and reasons therefore to their immediate supervisor. The Employer shall ensure that employees subsequently asked to perform this work are made aware of the original refusal. The immediate supervisor in conjunction with the appropriate authorities will ensure that the employee is not required to continue working under dangerous conditions.

Should any provisions of this Article be or become inconsistent with the applicable legislation, the legislation will supersede.

IN WITNESS WHEREOF A representative of Victoria **Lifeline** has hereunto set their hand for, and on behalf of Victoria **Lifeline**; and a Staff Representative of Manitoba Government and General Employees' Union has set their hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 26 day of MARCH, 2026

  
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On behalf of Victoria Lifeline

  
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On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Victoria Lifeline

  
\_\_\_\_\_  
On behalf of Manitoba Government and  
General Employees' Union

**Memorandum of Understanding**

between

**Victoria Lifeline**

and

**Manitoba Government and General Employees' Union**

**Re: Working Short**

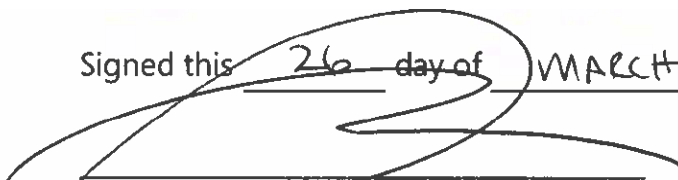
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The parties agree that ensuring adequate staffing levels is important and can affect work quality and employees working conditions. The parties therefore agree:

- (a) The Employer is responsible to review and determine staffing requirements.
- (b) The Employer shall strive to maintain appropriate staffing levels wherever reasonable and practicable.
- (c) In the event that the Employer determines that a vacant shift will not or cannot be replaced, the Employer shall, in consultation with the staff:
  - (i) Evaluate and reorganize the workload;
  - (ii) Provide direction to staff as to which activities take priority, and where appropriate, functions that they will not be able to complete.

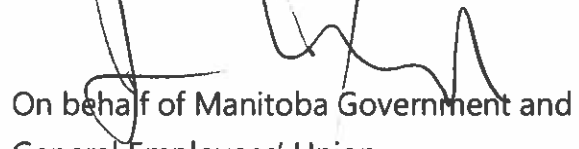
The Committee will meet within thirty (30) days following ratification of the Collective Agreement and shall jointly determine the frequency of meetings.

Signed this 26 day of MARCH, 2026

  
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On behalf of Victoria Lifeline

  
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On behalf of Manitoba Government and  
General Employees' Union

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On behalf of Victoria Lifeline

  
\_\_\_\_\_  
On behalf of Manitoba Government and  
General Employees' Union

Memorandum of Understanding

between

Victoria Lifeline

and

Manitoba Government and General Employees' Union

Re: Annual Vacation

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**The parties agree for the life of the Collective Agreement to amend the language in Article 16:06 to read as follows:**

**The Employer will post a projected vacation entitlement list not later than two (2) months prior to the vacation cut-off dates as per Article 16:01.**

**Employees shall indicate in writing their preferences as to vacation dates within thirty (30) calendar days of posting the projected entitlement list.**

**Priority in the selection of dates shall be given to the employees having the most seniority within each department for the first five (5) days vacation. All other vacation days selected will be handled in a rotating, fair and equitable manner.**

**An employee who fails to indicate their choice of vacation within the above thirty (30) calendar day period shall not have preference in the choice of vacation time, where other employees have indicated their preference.**

**Employees in term positions, as per Article 3:04, will be considered to be assigned to the department or area they will be working in on the dates they select for their respective vacation.**

**All requests for vacation leave will be subject to approval of the employees' supervisor or the designated Administrative Officer based on operational requirements.**

The parties would like to trial the fair and equitable process for approving vacation time as follows:

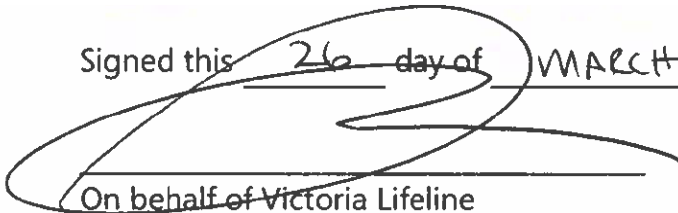
1. The first five (5) days of vacation requested by each employee who has provided their preferences within thirty (30) days, will be approved based on seniority. Priority in the selection shall be given to employees having the most seniority in each department.
2. In the event of a conflict between all other vacation requests provided within the thirty (30) days, priority will be given to the employee who has requested the largest consecutive days of vacation.

The Employer agrees to be fair and reasonable in handling vacation requests. This means that there may be times when the Employer may consider approving more vacation leave in extenuating circumstances, irrespective of paragraphs 1 or 2.

The parties agree to review this Memorandum on an annual basis and may amend the process as necessary by mutual agreement. In the event the parties are unable to obtain mutual agreement to amend the language or the process as indicated in this Memorandum of Understanding, the practice of awarding vacation will remain unchanged from this Memorandum. This Memorandum will automatically expire with the Collective Agreement if not renewed.

Signed this 26 day of MARCH

, 2026



On behalf of Victoria Lifeline



On behalf of Manitoba Government and General Employees' Union

On behalf of Victoria Lifeline

On behalf of Manitoba Government and General Employees' Union

## Memorandum of Understanding

between

**Victoria Lifeline**

and

**Manitoba Government and General Employees' Union**

**Re: Internal Sales Specialist (ISS) Position Compensation Plan Summary**

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### Section 1

All provisions of the Collective Agreement between the parties ("the Collective Agreement") shall apply to Internal Sales Specialists ("ISS"), other than those specifically referenced on this MOA, which shall take precedence over the Collective Agreement.

### Section 2

The parties agree that the ISS position was created in accordance with the Collective Agreement, Article 24 – Changes in Classification.

### Section 3

The ISS position shall be incorporated into the existing salary scale as required under Article 24:02 in the Collective Agreement.

### Wage Scale

Baseline 3 years experience+				
	Year 1	Year 2	Year 3	Year 4
On Target Earnings	<b>59,000</b>	<b>60,925</b>	<b>62,917</b>	<b>64,979</b>
Base	45,000	46,925	48,917	50,979
Variable	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>

- New Hires in the ISS position/classification will start at Year 1 wages, regardless of experience, provided they meet the minimum requirements.
- If **Victoria** Lifeline determines that a new hire should be placed in the Wage Scale above the year 1 category, the Union will be notified.

#### Section 4

**The terms of the Variable Pay Plan are in the discretion of Victoria Lifeline, provided:**

- (a) Any changes to the terms of the Plan will be shared with the Union (and the employees) on not less than forty-five (45) days notice, and**
- (b) The maximum annual variable pay fourteen thousand dollars (\$14,000) will not be reduced during the life of this agreement, and**
- (c) The parties agree to make reasonable efforts to negotiate the terms of the Variable Pay Plan in the next Collective Agreement.**

#### Section 5

The provisions of Article 12 – Hours of Work, Article 13 – Overtime, Article 14 – General Holidays, of the Collective Agreement, apply to the ISS position, except as referenced hereinafter in Section 5 of this Memorandum of Agreement.

#### Section 6

- There will be two (2) shifts which ISS staff may be assigned to or rotated between Monday to Friday as follows:
  - 0845-1700
  - 1045-1900
- Should **Victoria** Lifeline implement a Saturday shift, it will not commence prior to 0845 or provide service beyond 1900, without approval of the Union. All hours worked shall be subject to Article 12 – Hours of Work, Article 13 – Overtime, and Article 14 – General Holidays.
- **Victoria** Lifeline will not run a Sunday shift without first consulting with the Union and reaching an agreement on any shift premiums.

#### Section 7

The ISS position will be exempt from the payment of evening and weekend shift premiums under Article 18 – Shift Premiums of the Collective Agreement.

#### Section 8

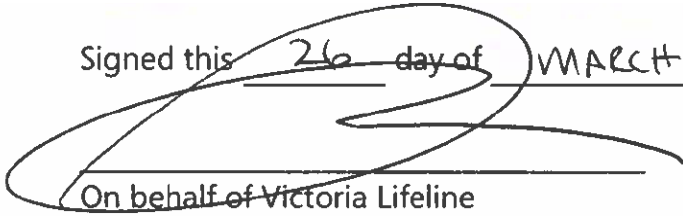
The Employer further agrees that once it has completed the process of moving Victoria Lifeline to a standalone corporation, independent of the Victoria General Hospital Foundation, resulting in a change in the name of the legal entity currently listed on the

Manitoba Labour Board Certificate No. 5860 as Victoria General Hospital Foundation Inc., the Employer shall, within thirty (30) days of such change, notify the Union and voluntarily participate in a joint application to the Manitoba Labour Board to have Certificate No. 5860 amended to reflect all necessary changes.

It is also acknowledged by the parties that all successor rights will be maintained for the MGEU and respected by the Employer prior to, during and following the above process outlined in **this** Section 8.

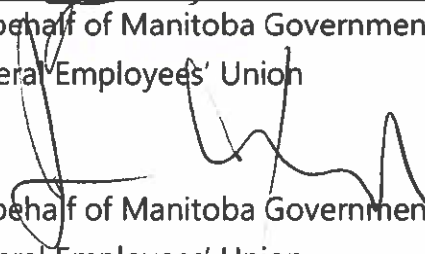
Signed this 26 day of MARCH

, 2026

  
On behalf of Victoria Lifeline

  
On behalf of Manitoba Government and  
General Employees' Union

\_\_\_\_\_  
On behalf of Victoria Lifeline

  
On behalf of Manitoba Government and  
General Employees' Union

## Schedule A

Effective April 1, 2025 – March 31, 2028

	Annual Increase	Sales Year 1	Sales Year 2	Sales Year 3	Sales Year 4
Internal Sales Specialist	Current Wage	\$45,000.00	\$46,925.00	\$48,917.00	\$50,979.00
	April 2025 - 3.5%	\$46,575.00	\$48,567.38	\$50,629.10	\$52,763.27
	April 2026 - 3.5%	\$48,205.13	\$50,267.23	\$52,401.11	\$54,609.98
	April 2027 - 3.5%	\$49,892.30	\$52,026.59	\$54,235.15	\$56,521.33
Inventory Clerk	Current Wage	\$45,500.00	\$47,092.00	\$48,740.00	\$50,442.00
	April 2025 - 3.5%	\$47,092.50	\$48,740.22	\$50,445.90	\$52,207.47
	April 2026 - 3.5%	\$48,740.74	\$50,446.13	\$52,211.51	\$54,034.73
	April 2027 - 3.5%	\$50,446.66	\$52,211.74	\$54,038.91	\$56,925.95

Variable Pay as per Plan

Wages are retroactive to April 1, 2025

New Variable Pay (bonus) Schedule is effective on January 1, 2026